

~~SECRET~~
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140175-9

PREPARE IN DUPLICATE

DD5/OTR/ISS - 418

| | | | | | |
|---|--|---|---|---|--|
| 1. TITLE OF REPORT (If a fill-in report include Form No.) Error Dictionary Transactions - Agency Training Record | | | | 2. TYPE OF REPORT STATISTICAL NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING | |
| 3. FUNCTIONAL AREA | | PERSONNEL <input checked="" type="checkbox"/> TRAINING LOGISTICS <input type="checkbox"/> SECURITY MEDICAL <input type="checkbox"/> FINANCE | | ADMIN. GENERAL OTHER (specify) | |
| 4. NO. OF COPIES PREPARED 1 | | 5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly | | 6. DISTRIBUTION (No. of components not number of copies) 1 | |
| 7. FORMAT (memorandum, form computer print-out, etc.) Computer print-out | | 8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. NO 600B | | 9. DIRECTIVE AUTHORITY REQUIRING REPORT HR <input type="checkbox"/> 25X1 | |
| 10. PREPARING COMPONENT (include lowest level contributing information to report) Prepared OCS Input from OTR/ISS/AIR | | | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None | | |

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED | = | COST PER YEAR |
|-------|-------------|---|------------------|---|-----------------|---|----------------|---|---------------|
| 11 | 6.50 | | 1 | | 6.50 | | 4 | | 26.00 |
| 8 | 4.90 | | 1 | | 4.90 | | 4 | | 19.60 |
| 3 | 2.70 | | 8 | | 21.60 | | 4 | | 86.40 |
| | | | | | | | | | \$132.00 |

B. COSTS OF COMPUTER PRODUCED REPORTS

| | | | | |
|----------|---|---------------|--|-------|
| Dec 69 | 2 | 5¢ per page = | | .10 |
| March 70 | 1 | 5 ¢ per page= | | .05 |
| June 70 | 2 | 5¢ per page= | | .10 |
| | | | | = .25 |

TOTAL COSTS PER YEAR

\$132.25

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Reports input errors for OTR to correct. Vital to keep an up to date course and facility dictionary.

14. FUTURE GOALS

| | | | |
|--|--|---|--|
| GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE | | ESTIMATED SAVINGS MAN-HOURS 0 DOLLARS 0 STAT | |
|--|--|---|--|

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|-------------------------------------|--|---|
| 16. DATE OF INVENTORY 9 OCT 1970 | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140175-9 Records Management Officer, OTR | 18. EXTENSION <input type="checkbox"/> |
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